

NRC FORM 114
(5-90)
NRCM 4108

U.S. NUCLEAR REGULATORY COMMISSION

CAREER OPPORTUNITY ANNOUNCEMENT

DO NOT REMOVE POSTING

AN EQUAL OPPORTUNITY EMPLOYER. CANDIDATES WILL BE CONSIDERED WITHOUT DISCRIMINATION FOR ANY NONMENT REASON SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAPS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

POSITION TITLE Secretary (OA) (multiple pos)		ANNOUNCEMENT NUMBER 0297001	DATES: OPENING 10/09/01 CLOSING (Close of business) 10/26/01	EXPIRATION (For "Open Unit Filed" vacancies remove posting on this date)
SERIES 0318	GRADE GG-8/9/10	KNOWN PROMOTION POTENTIAL TO GG-10	AREA OF CONSIDERATION NATIONWIDE WASHINGTON, DC COMMUTING AREA REGION COMMUTING AREA <input checked="" type="checkbox"/> OTHER NRC HQ	
ORGANIZATION LOCATION Central Support Unit			TYPE OF POSITION BARGAINING UNIT <input checked="" type="checkbox"/> FULL-TIME <input checked="" type="checkbox"/> PERMANENT APPOINTMENT INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING NONBARGAINING UNIT <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY APPOINTMENT NOT TO EXCEED	
DUTY LOCATION Rockville, MD	TRAVEL REQUIREMENTS None	NAME OF IMMEDIATE SUPERVISOR James F. McDermott		

APPLICATION INSTRUCTIONS: COMPLETE AND SUBMIT THE FOLLOWING TO THE ADDRESS SPECIFIED AT THE BOTTOM OF THIS PAGE. (Use the Vacancy Announcement Number in all correspondence.)

1. AN UPDATED SF71 PERSONAL QUALIFICATIONS STATEMENT OR APPLICATION FOR GOVERNMENT EMPLOYMENT OR RESUME
2. AN NRC FORM 115, VACANCY APPLICATION STATUS NOTICE (NRC applicants only)
3. A COPY OF YOUR CURRENT PERFORMANCE APPRAISAL OR A SIGNED STATEMENT THAT IT IS NOT AVAILABLE.
4. NRC APPLICANTS(ONLY); FOUR COPIES OF APPLICATION MATERIALS REQUESTED.
5. THE NRC IS A ZERO-TOLERANCE AGENCY WITH RESPECT TO ILLEGAL DRUG USE.
6. CTS/SSM (Specify)

NOTICE: APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF SIXTEEN (16) CALENDAR DAYS AFTER OPENING DATE

NONBARGAINING UNIT POSITIONS ONLY. CANDIDATES WHOSE PRESENT PROMOTION POTENTIAL DOES NOT EXCEED THE POTENTIAL OF THIS VACANCY MAY NOT BE SUBJECT TO RATING PROCEDURES AND MAY BE REFERRED DIRECTLY TO THE SELECTING OFFICIAL.

DUTIES OF POSITION (If this position is announced at multiple grade levels, these duties describe the full performance level; at lower grade levels the duties may vary slightly and will be performed under somewhat closer supervision.)

Performs secretarial duties for offices of the various Commissioners and the Chairman on an "as needed" basis. Types letters, memoranda, reports, speeches, and other correspondence for the Commissioners and the Chairman utilizing word processing equipment or other automated systems. Maintains a tracking system for handling controlled correspondence or action items, ensuring that the system is operating in a timely and efficient manner at all times. Handles all telephone calls for the

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QUALIFICATIONS REQUIRED (If the position is announced at multiple grade levels, these qualifications describe the full performance level, unless otherwise specified. The position description, immediate supervisor, and/or NRC Manual chapter and Appendix 4108 can be consulted for more detailed qualification requirements and/or interpretation of qualifying experience.)

Candidates must have at least one year of specialized experience at the next lower grade level or equivalent.

SPECIALIZED EXPERIENCE is experience which demonstrates the knowledge, skills, and abilities to perform a wide-range of secretarial and administrative duties.

RATING FACTORS (Applicants are strongly encouraged to submit a statement addressing the Rating listed below.)

APPLICANTS ARE STRONGLY ENCOURAGED TO ADDRESS THE RATING FACTORS LISTED BELOW:

1. Demonstrated proficiency with microcomputer-based word processing systems in order to produce error-free reports and letters for the Commissioners and the Chairman, including WordPerfect Office (WordPerfect, Appointment Calendar, E-Mail) and other database

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FOR ADDITIONAL INFORMATION CONTACT

Dawn Moss

EMail: DDM

Mail Stop: O-3E17A

TELEPHONE

AREA CODE

NUMBER

301

415-3969

SEND APPLICATION MATERIALS TO:

<input checked="" type="checkbox"/> Human Resources Services & Operations Office of Human Resources	<input type="checkbox"/> Region I Personnel Officer	<input type="checkbox"/> Region II Personnel Officer	<input type="checkbox"/> Region III Personnel Officer	<input type="checkbox"/> Region IV Personnel Officer
U.S. Nuclear Regulatory Commission Washington, D.C. 20555	U.S. Nuclear Regulatory Commission 475 Allendale Road King of Prussia, PA 19406	U.S. Nuclear Regulatory Commission 61 Forsyth Street, SW (23125) Atlanta, GA 30303	U.S. Nuclear Regulatory Commission 801 Warrenville Road Lisle, IL 60532	U.S. Nuclear Regulatory Commission 611 Ryan Plaza Drive, Suite 400 Arlington, TX 76011

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0297001	10/09/01	10/26/01	

DUTIES OF POSITION - CONTINUED

offices, determining which of those incoming calls should be referred directly to the Chairman or Commissioners and which can be taken care of by members of their staff.

Reasonable accommodations will be made for qualified applicants or employees with disabilities, except when doing so would pose an undue hardship on the employing agency.

RATING FACTORS - CONTINUED

applications (i.e., maintaining automated tracking/scheduling systems).

(EXAMPLE: Describe specific work experience, training, and accomplishments which demonstrate your knowledge of and ability to utilize the features of WordPerfect, WordPerfect Office, and any other office automation tools. What specific software have you used (e.g., LOTUS, Access, Harvard Graphics) and for what purposes? Describe your experience and accomplishments developing and implementing automated tracking/scheduling systems to monitor action items and issues, and developing reports regarding the status of such activities.)

2. Thorough knowledge of proper grammar, spelling, punctuation, and all applicable NRC correspondence procedures sufficient to prepare and review outgoing material for correctness, proper format, and completeness.

(EXAMPLE: Describe specific work experience, education, and training which demonstrate your knowledge of proper grammar, spelling, and punctuation. Describe specific work experience which requires you to apply your knowledge of NRC correspondence procedures. What is your role in ensuring that outgoing documents are correct and in the proper format? What type of documents do you routinely prepare and originate?)

3. Knowledge of NRC administrative procedures and demonstrated ability to provide administrative support in a variety of areas, such as travel and time and attendance.

(EXAMPLE: Describe specific work experience, training, and developmental assignments which demonstrate your ability to apply policies and practices pertaining to office procedures, such as time and attendance and travel. Describe your experience maintaining supervisor's appointment calendar, and arranging meetings and conferences. Describe your experience establishing and maintaining office files. Describe specific instances where you have initiated and developed new office procedures to improve the efficiency of your organization or to solve administrative problems.)

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RATING FACTORS - CONTINUED

4. Demonstrated ability to plan, organize, and coordinate work, and to handle multiple assignments with competing priorities, often under considerable pressure to meet deadlines, and the ability to adapt to various offices as required on a daily basis.

(EXAMPLE: Describe specific work experience and accomplishments which demonstrate your ability to plan, organize and coordinate work assignments. Describe specific situations which required you to work under stressful or adverse conditions (field assignments, competing priorities, tight schedules, deadlines, etc.). Describe specific training, education, or developmental assignments which have enhanced your organizational skills.)

5. Demonstrated ability to deal tactfully, efficiently and professionally with people of high levels with extreme tact and courtesy without divulging highly classified or administratively confidential information contrary to regulations.

(EXAMPLE: Describe the various levels of individuals you interact with and for what purposes. Describe situations that required you to use tact and diplomacy to achieve cooperation or resolve a problem. Provide examples of specific assignments which required you to work as a lead secretary or within a team environment. What was your role? What techniques do you use to develop effective working relationships? Describe specific training or education which have contributed to your leadership or interpersonal skills.)

NOTE: Breadth, recency, and length of experience in the field; training, awards, and commendations; past and current performance; and community or outside professional activities will be reviewed as they relate to each of the above factors to determine the level of knowledge, skill, or ability of candidates.

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.